



## **1. PRECONSTRUCTION / DESIGN**

### **A. Project Manager:**

- 1) A project team is formed when the project is first assigned to an ESD Project Manager. The Project Manager shall seek assignment of specific team members by affected section managers. Team members include:
  - a) Property Management - lead
  - b) ESD Facilities Shops
  - c) ESD Facilities Janitors
  - d) ESD Real Estate Services (RES) (if required)
- 2) The Project Manager should advise all Project Team members of their participation and provide tentative scheduling information as needed. Participation of team members is required for the duration of the project. Team members are to receive meeting minutes and other correspondence as required for adequate project tracking.
- 3) The Project Manager is to consider project team members for inclusion on the design consultant selection process, however the ultimate decision resides with the Project Manager.
- 4) Team members shall be included in the design process and meetings and receive copies of meeting minutes. Attendance on an as-needed basis is the responsibility of each team member unless specifically requested by the Project Manager. At a minimum, each team member shall attend meetings as necessary to remain informed of project development, and to insure that their Section has adequate representation in the process.

### **B. Property Managers**

- 1) Each ESD Facilities Section (Property, RES, Shops, and Janitors) shall designate a project team representative after consulting with the Project Manager.
- 2) Provide historical facility, lease and tenant information in support of project team requirements.

### **C. Shops & Janitors**

- 1) Provide historical facility and operational information in support of project team requirements.
- 2) Familiarize themselves with ESD Facility Design Standards and provide critical input based upon those standards and the needs of the project



## **2. DESIGN REVIEW**

### **A. Project Manager**

- 1) Deliver drawings and specifications to Property Managers for formal review process. Include a cover memo which clearly states
  - a) Name of project
  - b) Specific review information
  - c) Review format
  - d) Specific sections applicable for review
  - e) Date review comments due
- 2) After design, and during the bid process, the Project Manager shall inform team members of the apparent low bidder and solicit information related to bidder qualifications prior to awarding the bid.
- 3) The Project Manager is also responsible for coordinating document review and comments.

### **B. Property Managers**

- 1) Property Managers are responsible for routing documents to facilities staff and returning them to Project Manager by review completion date specified. Comments submitted after that date should be received with no action required by the Project Manager and a note to that effect made for the project file and meeting minutes.
  - a) It is important that review comments are identifiable and dated so clarification is possible when needed. Comments must be written legibly, signed, and dated.

### **C. Shops & Janitors**

- 1) Shops and Janitorial (Maintenance) staff are responsible for performing a thorough review of project documents. They should provide comments related to project-specific issues; i.e. materials, operation, and construction.
  - a) Comments should include historical facility and operational information that may not be known by, or be evident to the PM.
- 2) Appropriate written comments on review documents shall be submitted on a timely basis.



### **3. CONSTRUCTION**

#### **A. Project Manager**

- 1) The Project Manager shall provide for full and free access to construction sites for all section representatives. Provide tours as necessary to familiarize section reps with project and site. Coordinate and schedule participation, observation, and inspection activities of staff from other sections, as provided for in Commissioning Standards.

#### **B. Property Managers**

- 1) Provide information to the Project Manager and assist the Project Manager in the coordination of non-construction issues directly related to the facility.
- 2) Assist the Project Manager in becoming familiar with any operational, personnel, tenants, neighborhood, and/or political issues that may effect or be effected over the duration of the project.
- 3) The Property Manager may not directly influence or instruct the contractor. All comments and concerns are to be routed through Project Manager.
- 4) Participate in construction meetings on a regular basis.
- 5) Assist in notifying tenants of on-going construction processes and effects;
- 6) Move tenants, staff, equipment out of the way of construction, if required by the project; and restoring them when complete.
- 7) Familiarize themselves with on-going construction including routinely visiting the project site.
- 8) Participate, and support the Project Manager in the preparation of the Commissioning Plan.
- 9) Per, the Commissioning Plan, observe any system start-up activities, and perform other activities assigned under the plan.

#### **C. Shops & Janitorial Staff**

- 1) Alert the Project Manager to upcoming or ongoing ESD work in a facility.
- 2) Participate in construction meetings on a regular basis.
- 3) Familiarize themselves with on-going construction including routinely visiting the project site, if appropriate.
- 4) Direct concerns regarding construction materials and methods, AS THEY OCCUR, to the Project Manager.
- 5) Participate in the preparation of the project Commissioning Plan.



- 6) Provide appropriate inspection of the ongoing work, as specified in the Commissioning Plan.
- 7) Per the Commissioning Plan, observe initiation and start-up of all new building systems.
- 8) May not directly influence or instruct the contractor. All comments and concerns are to be routed through Project Manager.

#### **4. SUBSTANTIAL COMPLETION - PUNCHLIST**

##### **A. Project Managers**

- 1) Schedule punchlist walkthroughs as a contract requirement. Notification shall be given to project team members, and they all shall be included on the punchlist walkthrough and inspection.
- 2) The Project Manager shall compile a list of discrepancies, as noted by the A&E, other City team members, or section staff performing inspections; to be reviewed and included in the punchlist for correction.
- 3) Once the contractor has completed correction to the punchlist, the Project Manager shall send an itemized explanation of corrections taken, amended, or deleted that were noted on the punchlist by ESD Facilities staff.
- 4) Upon Final Completion, send O&M manuals, as-built record drawings, and warranties to shops/janitors with cover memo indicating sending date. One complete set each of all O&M, As-built, and Warranty documents shall reside at the building site, in the shops offices, and in the Project Manager's permanent files.
- 5) The Project Manager shall schedule and coordinate system training and demonstration, in accordance with the Commissioning Plan, and otherwise act as the lead in overall execution of that plan.

##### **B. Property Managers**

- 1) Coordinate operational and/or safety training for maintenance staff with the PM;
- 2) Participate in the punchlist process with the goal of assuring the project meets the standard set by the construction documents and the subsequent decisions made during the construction process;
- 3) Perform assigned responsibilities under the Commissioning Plan.

##### **C. Shops and Janitors**

- 1) Shops staff and Janitors, as assigned by Section managers, shall inspect the constructed work, and compile a list of discrepancies to be reviewed and included in the punchlist for correction (punchlist items are relative only to contract specifications, this is not a time to write a wish list for further revisions).
- 2) Shops staff and Janitors shall participate in the punchlist process with the goal of



assuring the project meets the standard set by the construction documents.

- 3) Upon Final Completion, receive O&M manuals, as-built drawings, and warranty manuals. These manuals should reside in affected buildings and/or shops.

## **5. COMMISSIONING**

### **A. Project Manager**

- 1) The Project Manager shall ensure a Commissioning Plan has been properly prepared and agreed to by all parties prior to the completion of construction.
- 2) The Project Manager shall coordinate ESD staff as key participants of the commissioning team, in performance of assigned tasks in the Commissioning Plan

### **B. Property Manager**

- 1) The Property Manager should thoroughly familiarize themselves with O&M Manuals, As-Built drawings, and Warranties to acquire understanding of all aspects of the building. They should attend and participate in training provided during the Commissioning effort.

### **C. Shops & Janitorial Staff**

- 1) Serve as the operational leads in the commissioning process
- 2) Should actively participate in all phases of building commissioning.
- 3) Conduct all building operations required for the commissioning agent.
- 4) Shall participate in scheduled training sessions and request additional training required for successful operation of building systems
- 5) Should understand that commissioning is the best opportunity for training ESD staff on their relative systems and equipment. This is the opportunity to ensure that the building operates with the parameters of design.

## **6. PHYSICAL COMPLETION & WARRANTY**

### **A. Project Manager**

- 1) Shall notify the project team of physical completion, dates of warranty, and provide specific information to the Property Manager who assumes operation of the building and coordinates any warranty issues with the Project Manager, the contractor, and the consultants as appropriate.
- 2) The Project Manager will monitor activities and be available for assistance but will refer all issues first to the Property Managers for resolution.
- 3) The Project Manager ends his/her lead participation in the project with this step however the Property Manager may consult for follow-up and assistance on warranty corrections.

**B. Property Manager**

- 1) After contract acceptance, the Property Manager is responsible for overall operation and maintenance of the building. If something is does not work or appears to require a warranty call, shops and janitors are to call the Property Manager, NOT Project Manager.
- 2) When a design or construction problem arises during the warranty period, the Property Manager shall be responsible for coordinating the contractor, consultant and repair/maintenance staffs.
- 3) The Project Manager shall assist in resolving problems only after the Property Manager and shop staff investigation have eliminated an operational or non-contractual issue as the proximate cause of the problem.

**C. Shops and Janitorial Staff**

- 1) Shops/Janitors or on-site contracted maintenance personnel are to respond to calls, investigate the problem, and recommend an appropriate solution to the Property Manager. If the problem requires immediate action to insure the safety of the occupants or to prevent property damage, they shall immediately take necessary initial action as required.
- 2) If an outside service is required, the Shops are to monitor and/or assist as necessary until the problem is fixed.
- 3) It is Shops personnel responsibility to see the problem through to a completed resolution. Shops personnel are to provide Property Managers and Project Managers with professional assistance and reliable information to correct problems that arise.

**End of Appendix 1 - O**